



King County
MANAGER, FAMILY SUPPORT SERVICES
(PROJECT/PROGRAM MANAGER IV)
PUBLIC HEALTH- SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES DIVISION
Annual Salary Range \$66,613 - \$84,436
Job Announcement: 04TA4315
OPEN: 5/31/04 CLOSE: 6/7/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Julie Sarkissian at (206)296-4993 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 9th Floor, 999 3rd Ave., Seattle

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

The purpose of this position is to provide management support for Family Support Services program in eleven Public Health sites. This includes developing financial models for Family Support Services based on FTE, visits and productivity indicators, revenue projections for multiple 3rd party revenues and using these models for budget development and forecasting and staffing recommendations. This position leads two teams: the multidisciplinary District Support team that works to assure that services provided in district sites meet quality standards and the Administrative Team providing data systems, contract and administrative support to the Parent Child Health Unit. Other responsibilities include: developing and maintaining monthly management information reports for district sites; providing technical assistance to district management teams about program operation, how to use their data, and problem solving about how to meet their revenue targets.; providing leadership and oversight for Parent Child Health management information systems development; acting as a liaison with the Revenue Unit and Signature Unit regarding department processes for billing and collecting 3rd party revenues including Medicaid and FQHC; providing coordination around the needs of the Parent Child Health Unit and problem solving.

QUALIFICATIONS:

- Knowledge of Medicaid programs and patient billing methods.
- Knowledge of public health delivery systems and operation of public programs.
- Knowledge of quality assurance and quality improvement methodologies.
- Excellent written and oral communications skills.
- Analytical and problem-solving skills.
- Budgeting skills.

- Policy development and interpretation skills.
- Facilitation and negotiation skills.
- Program advocacy and promotion skills.
- Skills in supervision of both professional and non-professional staff with diverse backgrounds and experience.
- Skills in directing work of multi-disciplinary staff who you do not directly supervise.
- Skills in managing multiple tasks simultaneously.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision-making.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Not Applicable

CLASS CODE: 8245 SEQUENCE NUMBER: 80-8245-1155